



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, ST. CROIX, USVI 00820-4353**

ANNOUNCEMENT #30-10

SEXUAL ASSAULT RESPONSE COORDINATOR

Opening Date: 3 November 2010

Closing Date: 3 December 2010

Position:

Sexual Assault Response Coordinator

Series/Grade:

GS-0301-11

Salary Range:

GS-11-\$52,661.00-\$68,457.00
Plus 20.94% COLA

Military Requirements:

OFF: O2-O4
42B/H 60D, 67A

Warrant Officer: WO1-CW4
MOS: 420A

ENL: E-7 to E-9
MOS: 42A 68W/Z

Position Description

D1275000

Location:

Joint Force Head Quarters
Christiansted VI

Type of Appointment:

EXCEPTED

Selecting Official: COL Edward D. Richards, Branch Chief J1

Area of Consideration:

All technicians in the Virgin Islands National Guard. All members of the Virgin Islands National Guard.
NOTE: Virgin Islands Air National Guard personnel must be eligible to acquire membership in the Army National Guard in an available and compatible military grade for the excepted technician position.

BRIEF DESCRIPTION OF DUTIES

This position is located in the Joint Force Headquarters-State (JFHQ-S), Director orate of Manpower & Personnel (J-1). The purpose of this position is to manage and implement the Sexual Assault Prevention and Response (SAPR) Program and Domestic Abuse/Violence Program. Provides guidance and advice to the Adjutant General (TAG), senior commanders, and managers regarding statutory requirements. Manages and implements the Sexual Assault Prevention and Response Program and the Domestic Abuse Prevention Program. Serves as the designated program manager of victim support services. Coordinates and oversees implementation and execution of the sexual assault prevention and response and domestic abuse/violence prevention programs. Ensures that reports of sexual assault and domestic violence are reported to the appropriate level of command in accordance with applicable regulations. Inputs and updates the Sexual Assault Data Management System (SADMS) File Locker on a monthly basis. Develops, conducts, and/or coordinates sexual assault prevention training for new hires, supervisors, and all members of the state National Guard. Serves as the primary advisor regarding selection of VAs and oversees the

performance as VAs. Serves as the state representative to the National SAPR Advisory Committee (SAPRAC) to include attendance at related training, conferences, and meetings. Performs other duties as assigned.

THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER.

All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

QUALIFICATIONS

General Experience

Experience, education or training, which provided a general knowledge of the principles of organization, management, and administration.

Specialized Experience

Applicant must have thirty six (36) months of specialized experience to qualify for the GS-11 position, which demonstrates the knowledge, skills and abilities (KSAs) required for the position.

APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Applicant must address each KSA on a separate sheet of paper. Stating when, where and how obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

Knowledge and skill to advise, manage, implement and oversee Sexual Abuse Protection and Response and Domestic Abuse/Violence programs.

Comprehensive knowledge of a wide range of sexual assault and domestic abuse/violence principles, laws, regulations and policies, and relevant decisions to recognize and prevent sexual assault and domestic abuse, and to make technical recommendations for decisions in sexual assault and domestic abuse.

Knowledge of state sexual assault/domestic abuse program administration, policies and practices, in order to provide technical assistance to answer questions, solves problems and explain issues.

Skill in managing a program including organizing an office, problem solving, motivating others to take necessary actions, and negotiating allocation of resources for the program (primarily the amount of the budget and the allocation of part-time victim advocates.

Knowledge of the organizational structure of the National Guard including the assignment of functions to subordinate organizations, nature of their missions, and composition of the work force.

Oral communication and writing skills to make presentations, conduct training seminars, communicate with federal, state and local agencies and medical facilities.

BRIEF DESCRIPTION OF WORK

Describe in detail your work experiences (paid or unpaid), training, education, and /or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. If you describe more than one type of work, write the approximate time period in each. Please enter the month, and year for each period. Omission of these requirements can result in disqualification of your application. List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military Supervisor, phone numbers, dates you have held each position and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application.

TO APPLY: Deliver Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO (SSG Williams) 4031 La Grande Princesse, Lot 1B, Christiansted, VI 00820-4353. Applications must include all necessary information required on the vacancy announcement. MOS/SSI and rank must be indicated on application. Verification on non-flagging action MUST be included. Applications post marked or hand delivered to the HRO after the closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records.

CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
 2. As a condition of employment, selectee must be able to acquire security clearance, as required.
 3. Failure to complete NGB prescribed courses at the National Guard Professional Education Center (PEC) within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance.
 4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.
 5. **If applicant's record is flagged, individual will be barred from favorable personnel action. Verification of non-flagging action must be included with package.**
 6. This position requires a compatible military assignment as follows: OFF: O2-O4
BR: AOC: 42B, 60D, 67A;
WO1-CW4 MOS: 420A ENL: E-7 to E-9; MOS: 42A/68W/Z
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7. **Permanent Change of Station (PCS) is not authorized for this position.**

FOR THE ADJUTANT GENERAL:

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KAI A. SCHJANG
LTC, GS
Human Resources Officer

Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Social Security Number

Country of citizenship (Most Federal jobs required United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Date of diploma or GED

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type and year of any degrees received

(If no degree, show total credits and indicate whether semester or quarter hours.

Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying:
(Do not send job descriptions)

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year).

Job related skills, for example, other languages, computer software/hardware tools, machinery, typing speed.

Job related certificates and licenses.
(current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.
(Give dates but do not send documents unless requested.)

Verification of non-flagging action from unit.

Selective Service verification form.